

2011 AFSCME MEF/CEO – CITY OF SAN JOSE NEGOTIATIONS

AFSCME COUNTER PROPOSAL – VACATION LEAVE

Rationale:

This proposal underscores, as will all of our proposals that we are stepping up to ensure that the City of San Jose continues to be a great place to work. It is critical that the City not incur unnecessary costs and that it continues to work efficiently and effectively. Employees may take leaves of absence for a variety of reasons, and yet they share a concern that the City continues to function in their absence. Timely approval of vacation leave ensures that the City runs smoothly and efficiently rather than allow for last-minute pitfalls that could prove costly or problematic. Our proposal also ensures clear communication and provides for advance planning and organization.

Proposed MEF language:

ARTICLE 10 LEAVES

10.2.2 Vacation Leave. Use of accrued vacation or personal leave is subject to the advanced approval of the Department Director or designee. Any and all leaves granted pursuant to this Article shall be granted at such time or times as will not reduce the number of employees below that which is reasonably necessary for the efficient conduct of the public business of such department, except no employee who is authorized to take a leave for vacation purposes shall be required to commence such leave at a time other than the beginning of a work week, unless the employee elects or consents to commence such leave at another and different time. Subject to the above provisions, preference of vacation leave timing in any calendar year shall be determined by the relative length of time served by each employee in the classification in which he/she is employed in a department of the City Government and by the length of time during which such employee has worked on any shift, if more than one shift is worked by employee in such classification. Employees shall submit written requests for all vacation leave in advance and as early as practical. Written response to the leave request will be provided back to the employee within ten (10) working days of the receipt of the written request. If employees do not receive a written response within ten (10) working days, the vacation leave shall be considered approved. Nothing in this section shall interfere with an established vacation scheduling procedure.

Proposed CEO language:

ARTICLE 17 VACATION AND PERSONAL LEAVE

17.2 Vacation Leave. Use of accrued vacation or personal leave is subject to the advance approval of the Department Director or designee. Any and all leaves granted pursuant to this Article shall be granted at such time or times as will not reduce



the number of employees below that which is reasonably necessary for the efficient conduct of the public business of such department, except no employee who is authorized to take a leave for vacation purposes shall be required to commence such leave at a time other than the beginning of a work week, unless he/she elects or consents to commence such leave at another and different time. Subject to the above provisions, preference of vacation leave timing in any calendar year shall be determined by the relative length of time served by each employee in the classification in which he/she is employed in a department of the City Government and by the length of time during which such employee has worked on any shift, if more than one shift is worked by employee in such classification. Employees shall submit written requests for all vacation leave in advance and as early as practical. Written response to the leave request will be provided back to the employee within ten (10) working days of the receipt of the written requests. If employees do not receive a written response within ten (10) working days, the vacation leave shall be considered approved. Nothing in this section shall interfere with an established vacation scheduling procedure.